

INSTRUCTIONS FOR SUBMITTING SENIOR PROJECT FRESH/MARKET FRESH COUPONS FOR REIMBURSEMENT 2014

1. All coupons are due for reimbursement no later than November 21, 2014.
2. You must be registered as a vendor with the State of Michigan to receive reimbursement for your coupons. You may register at:
<http://www.michigan.gov/budget>.
3. Enter your market master number in the space provided. This is NOT the WIC Project FRESH number. If you do not enter your market master number, your request may not be processed until the end of the season. Your market master number is included in this packet.
4. Secure the coupons together with a rubber band, string, or other device that will hold them together in a bundle. You may bundle in whatever quantity works for you.
5. Complete the batch cover sheet and sign it. This completed, signed document is used for record keeping and audit purposes. You may create your own system for the batch number line. It is helpful to use this so we can keep your reimbursements in order.
6. Make a copy of the batch cover sheet and save it.
7. Send your coupons to the address below.
8. PLEASE submit all coupons that you collect. We use the mailed in coupons to calculate the redemption rate of coupons for the state as well as each county. Even one coupon can make a difference! So please send them all in.
8. Sending in coupons throughout the season will result in quicker payments. Large batches at the end of the season result in slowdowns in scanning and reimbursement.

COUPONS SHOULD BE MAILED TO:

Senior Project FRESH/Market FRESH 2014
300 E Michigan Ave 3rd Floor
Lansing MI 48933

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